



Arizona State
Board of Cosmetology

Sue Sansom, Executive Director

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Dear Educators:

Attached is a copy of the letter being sent to examination candidates; and as you can see, we are changing our procedures. After careful deliberation, it has been determined that candidates can best be served by testing through computer-based LaserGrade for written examinations and Professional Credential Services (PCS) for practical examinations. PCS will hold tests four times per month, usually on Mondays and will examine every candidate that has applied and graduated. Lazergrade will continue examining at the present locations. By this change, candidates will be examined sooner, leading to faster licensing. Arizona has simply out-grown our in-house testing site and capabilities.

1. The PCS site will be announced soon and will be in the Phoenix area. PCS will take applications for both written and practical, send notices of exams, and Candidate Bulletin of Information about the exam to the candidate. All written examinations will be taken at LaserGrade sites.
2. Projected costs are \$60 for the written, and \$85 for the practical. The first license will remain \$40. Eligibility certifications are no longer required from our office which will be a financial benefit to the students.
3. The day a student has met all requirements and graduated the school will send an electronic hour record update to the Board indicating graduation date; updated hours; and a verification of current address, and phone number using the same procedures and format as the monthly report. This will not replace the monthly hour report. *The good news is that a hard copy certifications of hours and graduation will no longer be required. The electronic submission will be the only requiremen,t and it accommodates unlimited graduates on one report.*
 - a. Pre screening application procedures will no longer be possible.
 - b. When our office receives the electronic graduation report and completes our reconciliation, an electronic eligibility document will be forwarded to PCS immediately. This will allow the student to proceed with the application process as early as the following work day.

- c. Currently the applications are being taken by phone using an 800 number, verified with our eligibility report, and scheduled for exams. Fees are to be paid by credit or debit card.
- 4. As of today we will no longer receive exam applications at our office but will require a \$40.00 initial license fee. Those who have applied and have a pending application in our office will be given credit for their fees already paid by creating a credit with PCS. The fees are being forwarded to PCS along with eligibility. Please communicate with your graduates and those closely approaching graduation to watch our web site (www.azboc.gov) as we will post ongoing instructions for candidates waiting for procedures as well as a link to the PCS Website. The candidate will need to pay the remaining fees at the time of their examination application.
- 5. PCS has scheduled a school overview on Jan 7 at a time and place to be disclosed which will provide updated information about the examions and procedures.

If you have questions, please contact me.

Sincerely,

Sue Sansom
Executive Director